

S: 31 March 1998

CEIM-I (25-1a)

06 FEB 1998

MEMORANDUM FOR Headquarters Directorates and Separate Offices,
Commanders/Directors, Major Subordinate
Commands, Laboratories and Field Operating
Activities

SUBJECT: Implementation of One-Door-to-the-Corps Site Marker

1. **Purpose.** This memorandum is to request that addressees begin implementation of the "One-Door-to-the Corps" Site Marker and that Divisions ensure that their Subordinate Commands also comply.

2. **Background.** This project is a direct response to the "One-Door-to-the-Corps" concept that the Chief of Engineers expressed in his Strategic Plan. It is impractical and impossible to limit customers to entering through the "Front Door" (the USACE home page, i.e., <http://www.usace.army.mil>). Each home page, therefore, becomes the "One Door to the Corps" for customers - the one place to be able to get to all Corps information. The Site Marker will lead them to the highest home page that will, in turn, link to the information they are seeking. The Chief of Engineers asked the Director of Information Management to move forward with the plan.

3. **Planned Solution.**

a. All home pages associated with The U.S. Army Corps of Engineers must have the required Point Of Contact (POC) information (see EP 25-1-97) and the Site Marker at the bottom of the page (or just above any existing "navigation bar"). This implementation is to be completed by 31 March 1998. We also suggest that you take this opportunity to look at all your home pages to make sure they have the required POC information, and that they link to the appropriate Command/Organization home page.

b. We've designed the "One-Door-to-the-Corps Site Marker" for the highest-level functional areas, and have created icons at the HQUSACE Directorate and Separate Office level. There are only two exceptions -- Civil Works and Military Programs. For each of these Directorates, we've essentially gone to the division level and created icons for their divisions. The Site Markers are not designed for any further breakdown of functional areas.

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4. **Online Help.** Several web pages will help in the implementation process, and can be found at the following URLs:

a. One-Door-to-the-Corps Site Marker

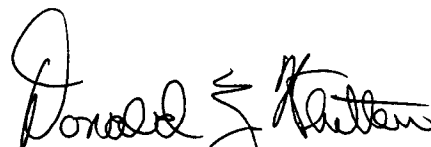
(<http://www.usace.army.mil/onedoor/onedoor.htm>) This page explains the purpose of the project, what the Site Marker is, and where it should be placed.

b. One-Door-to-the-Corps Site Marker Frequently Asked Questions (<http://www.usace.army.mil/onedoor/1doorfaq.htm>) This page answers some more detailed questions you may have about the Site Marker and its implementation.

c. One-Door-to-the-Corps Site Marker Instructions (<http://www.usace.army.mil/onedoor/instruct.htm>) This page has the links to the files you need for the implementation. It also gives very detailed instructions for those who have never used an image map on their pages. Since the Corps has many people with varied experiences creating web pages, the instructions are at the easiest possible level, and those with experience may not need to follow all of them. All webmasters should, however, look at the section on "hot zones" and follow the instructions.

5. The Site Marker indicates the proponent of a web home page regardless of the office symbol of the POC. Please do not modify any of the Site Markers. If you feel that none of the Site Markers fits your particular page, please contact Michael Henderson (202-761-0740), Laura Lewis (202-761-1062) or Donald MacLeod (603-646-4661) and they will make changes as they are appropriate. Point of contact for this action is J. Michael Henderson, CEIM-IE, E-Mail: jerald.m.henderson@usace.army.mil.

FOR THE COMMANDER:



DONALD J. WHITTEN
Colonel, Corps of Engineers
Director of Information Management

CF:
District Commanders